

625.794

FLAGGING GUIDELINES

H3FG

STATE DOCUMENTS COLLECTION



JUL 25 1989

MONTANA STATE LIBRARY
1515 E 5th AVE.
HELENA, MONTANA 59620

PLEASE RETURN

MONTANA DEPARTMENT

OF

HIGHWAYS

S
625.794
H3fg
1986

MONTANA STATE LIBRARY

S 625.794 H3fg 1986 c.1 Symons

Flagging guidelines, Montana Department



3 0864 00061985 1

FLAGGING GUIDELINES

Montana Department of Highways

June 1986

**Roy Symons - Training Officer
Maintenance and Equipment Division**



Digitized by the Internet Archive
in 2015

Function

The primary function of traffic control procedures is to move traffic safely and expeditiously through or around work areas. The control of traffic through work areas is an essential part of highway construction and maintenance operations. Flagging is a very important phase of traffic control.

Flagger Guidelines

In your job as a flagger, you are responsible for the safety of motorists and workers on the project. You can promote good public relations because you have close public contact. The image you project is often responsible for the public's attitude toward the entire operation. Be courteous. Provide pertinent information about delays and necessary cautions, as briefly as possible. Do not allow yourself to be drawn into arguments or long conversations. Both distract from the concentration required of you as a flagger for your safety and that of the public.

Flaggers should have the following qualifications:

1. Mentally alert.
2. Good physical condition, including sight and hearing.
3. Courteous but firm manner.
4. Neat appearance.
5. Sense of responsibility for safety of the public and the crew.

You shall be required to wear orange clothing such as a vest, shirt, or jacket. At night similar outside garments shall be reflectorized.

The Montana Department of Highways requires its flaggers to wear protective hard hats and orange vests. Occupational Safety and Health Administration (OSHA) Standard 1926.100 requires hard hats when working in areas where there is a possible danger of head injury from impact, falling, or flying materials. You should always wear appropriate work type clothing and foot wear. Shorts, swim suits, or sandals are not appropriate. You should also have proper clothing for any weather conditions that might occur during the work period.

To be effective, you should be clearly visible to approaching traffic at all times. You should stand either on the shoulder adjacent to the traffic being controlled or in the barricaded lane. At a "spot" obstruction you may have to stand on the shoulder opposite the barricaded section to operate effectively. Do not stand in the lane being used by moving traffic.

You have to be visible for your own safety, too. You should always face traffic, and be prepared to warn workers if necessary. Other workers should not be allowed to gather near you. During lunch or other breaks, you should leave the station when properly relieved so that drivers will know that you are not on duty, or think you are ignoring your duties. The schedule of work and relief hours for flaggers and replacement flaggers should be available.

Whenever a flagger is on duty, advance flagger signing should be displayed to traffic. When a flagger is not on duty, the signing should be removed or covered immediately. The responsibility for placing and removing the

"Flagger Ahead" signs should be assigned to specific crew members other than the flagger.

For short work areas where both ends of the work area can be seen at the same time, one flagger may suffice. Both directions of traffic must be able to see the flagger and to recognize the person as a flagger. If this is not possible with one flagger, then two or more must be used.

On longer work areas, two or more flaggers are often needed. One of them should be designated as chief flagger. The chief flagger's job is to see that all flaggers on the job know the traffic plan for the work area and make certain every flagger knows who has the right-of-way in every possible circumstance, including workers on foot. A two-way radio may be needed for communication between flaggers.

A flag, baton, or other token may be used where the flaggers cannot see each other. The flag or token is given to the last driver in line going through the work area to turn over to the flagger at the other end of the work area. This indicates that it is clear to send traffic through from the other direction.

A pilot car can be used to guide a line of vehicles through the job or detour. Its operation must be coordinated with flagging operations or other controls at each end of a controlled section. Sufficient turnaround room should be provided at these points. Provision should be made for identification of the last vehicle in line.



TO STOP
TRAFFIC

Signaling Devices and Equipment

A number of signaling devices, such as STOP/SLOW paddles, red flags, and lights are used in controlling traffic through work areas. The sign paddle bearing the legends "STOP" and "SLOW" is the most common device used. Red flags may also be used during daylight operations.

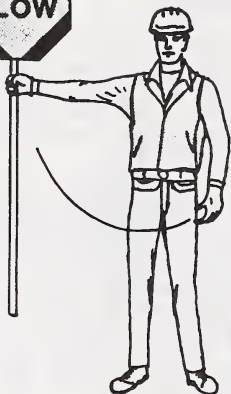
Sign paddles should be at least 18 inches wide with letters at least 6 inches high mounted on a rigid handle. The combination "STOP" "SLOW" sign may be fabricated from sheet metal or other light semirigid material. The background of the "STOP" face shall be red with white letters and border. The background of the "SLOW" face shall be orange with black letters and border. When used at night the "STOP" face shall be reflectorized red and white and the "SLOW" face shall be reflectorized orange with black.

Flags used for signaling purposes shall be a minimum of 24 inches by 24 inches in size, made of a good, clean, bright grade of red material securely fastened to a staff approximately 3 feet in length. The free edge should be weighted to insure that the flag will hang vertically, even in heavy winds.

Flagging Procedures

If a sign paddle is used, it shall be held vertically in a stationary position with your arm extended horizontally away from your body.

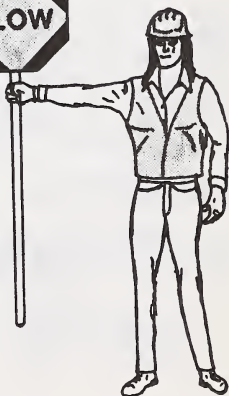
1. To Stop Traffic You shall face traffic and display the "STOP" face of the sign perpendicular to traffic in a stationary position.



**TRAFFIC
PROCEED**



**TO ALERT
AND SLOW
TRAFFIC**



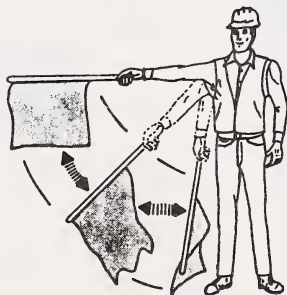
The full sign face should be clearly visible to traffic. For greater emphasis, your free hand may be raised with the palm toward approaching traffic.

2. When it is Safe for Traffic to Proceed You shall face traffic and display the "SLOW" face of the sign perpendicular to traffic in a stationary position. Motion the drivers to proceed with a sweeping motion of your free arm across your body. The sign shall not be moved to signal traffic to proceed.
3. To Alert or Slow Traffic You shall display the "SLOW" face of the sign and slowly raise and lower your free hand with the palm down.



**TO STOP
TRAFFIC**

**TRAFFIC
PROCEED**



**TO ALERT
AND SLOW
TRAFFIC**

Use the following methods of signaling with a flag:

1. To Stop Traffic You shall face traffic and extend the flag horizontally across the traffic lane in a stationary position so that the full area of the flag is visible hanging below the staff. For greater emphasis, your free hand may be raised with the palm toward approaching traffic.
2. When it is Safe for Traffic to Proceed You shall stand parallel to the traffic movement, and with flag and arm lowered from view of the driver, motion traffic ahead with your free arm. Flags shall not be used to signal traffic to proceed.
3. To Alert or Slow Traffic You shall face traffic and slowly wave the flag in a sweeping motion with your arm extended from the shoulder level to straight down without raising the arm above a horizontal position.

Always use clear, definite signals. A close call or near miss may be symptoms of an ineffective traffic control plan or flag station location. You should report this to the proper supervisor in charge of operations. A note pad and pencil can be very helpful for noting license numbers and other pertinent information.

Emergency Vehicles

Attempt to safely stop any emergency vehicles. Do not assume operators of emergency vehicles can drive through the work area without instructions. Advise the driver of work area hazards. If possible, allow the driver to enter the work area at their own discretion.

NOTES

